



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LEGAL SUPPORT SUPERVISOR I
LEGAL SUPPORT SUPERVISOR II

Class No. 002785
Class No. 002786

■ CLASSIFICATION PURPOSE

To supervise and direct the legal clerical activities of one or more functional units; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are found in various departments of the County. This series differs from general supervisory clerical classes in that they supervise specialized clerical classes responsible for reviewing, recording and filing a wide variety of legal documents pertaining to civil and criminal matters, and maintaining daily communication with members of law enforcement and officers of the court.

Legal Support Supervisor I:

This is a first-line supervisory level class. Under general direction, incumbents are responsible for training, supervising and evaluating the work of legal clerical staff, resolving legal clerical problems, and difficult public contact situations.

Legal Support Supervisor II:

This is a second-line supervisory level class. Under general direction, incumbents are responsible for coordinating, supervising and evaluating the work of legal clerical staff in more than one functional unit, and resolving legal clerical problems and the most difficult public contact situations.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Legal Support Supervisor I

Essential Functions:

1. Develops and implements legal clerical policies and procedures.
2. Establishes work assignments and performance standards.
3. Assigns, monitors and evaluates the work of legal clerical staff.
4. Assists in identifying and solving departmental procedures and work flow problems.
5. Directs and coordinates the processing of legal documents to ensure accurate and prompt service delivery.
6. Prepares and processes complex legal documents including appropriate dissemination of information to officers of the court, law enforcement officers, attorneys, and the public.
7. Maintains statistical and financial records, and work control data.
8. Prepares correspondence, legal documents, and reports.
9. Interprets policies and procedures, laws and regulations pertaining to the processing of legal documents.
10. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Legal Support Supervisor II

Essential Function:

All of the functions listed above and

1. Assigns, monitors, and evaluates the work of legal clerical staff in more than one functional area.

■ **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

The following apply to both classes:

- Legal terminology and legal clerical procedures.
- Modern clerical office practices and procedures.
- English usage of a business and legal nature.
- The operation and use of common office equipment including word processing systems, typewriters, copiers and calculators.
- Principles of supervision and training.
- Computerized data and record keeping systems.
- County organization structure.
- Statistical and fiscal record keeping principles and applications.
- Telephone, office, online etiquette.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

The following apply to both classes:

- Review legal documents and records for accuracy, completeness and conformance with prescribed legal requirements.
- Process legal documents related to civil and criminal matters.
- Communicate effectively orally and in writing.
- Use tact and courtesy in dealing with co-workers, attorneys, law enforcement officers and the general public.
- Organize and prioritize the work assignments of clerical staff.
- Plan and conduct training of subordinates.
- Interpret and explain complex regulations, policies and procedures.
- Monitor and evaluate the work performance of legal clerical staff.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Legal Support Supervisor I:

One (1) year of experience performing a variety of increasingly responsible and complex legal clerical work at the level of Legal Support Assistant III or a comparable class, performing in a lead worker capacity providing technical guidance and training to legal clerical staff.

Legal Support Supervisor II:

One (1) year of experience at the level of Legal Support Supervisor I. Experience must have included supervision of subordinate legal clerical staff assigning, monitoring and evaluating work.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

An ORIGINAL, unaltered typing certificate (no photocopies) for at least 30 net words per minute (nwpm) with a maximum of 5 errors must be attached to the application and will be required before candidates are scheduled to compete in the selection process. The typing test must be for at least five minutes with two (2) gross words penalty for each error, and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 3, 1997
Revised: July 20, 2001
Reviewed: Spring 2004

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Union Code: MM
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Variable Entry: Y
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